

## How to Send a Business Objects Report to Other BOXI Users

1. Go to the report listing in '**My Favorites**' and highlight the report you want to send:




SAP BUSINESSOBJECTS INFOVIEW

Home | Document List | Open ▾ | Send To ▾ | Dashboards ▾

New ▾ | Add ▾ | Organize ▾ | Actions ▾

All

- My Favorites
  - ~Webintel
  - Inbox
- Public Folders

	Title ^	Last Run
	Agency by Dept 2008 V2	
	BOXI Send Test Rept	
	CFMS 002 - Contracts to be Encumbered for New Year	

2. Click on the '**Send To**' button and then click on '**Business Objects Inbox**' :



SAP BUSINESSOBJECTS INFOVIEW

Home | Document List | Open ▾ | Send To ▾ | Dashboards ▾

New ▾ | Add ▾ | Organize ▾ | Actions ▾

All

- My Favorites
  - ~Webintel
  - Inbox
- Public Folders

	Title ^	Last Run
	Agency by Dept 2008 V2	
	BOXI Send Test Rept	

Business Objects Inbox

Email...

FTP Location...

File Location...

3. Uncheck the 'Use default settings' box:

SAP BUSINESSOBJECTS INFOVIEW

Home | Document List | Open ▾ | Send To ▾ | Dashboards ▾

**Title:** BOXI Send Test Rept

**Description:**

**Created:** Feb 9, 2011 10:53 AM

**Last Modified:** Feb 9, 2011 10:53 AM

**Last Run:** Never

**Destination:** Business Objects Inbox

☒ Use default settings

4. Click in the box next to 'Search title' , type in the BOXI ID you want to send the report to, then press the **Enter** key.

☐ Use default settings

Available

Search title ▾ P12345678 🔍

▹ ▸ 1 of 2+ ▹ ▸

User List

Group List

Title ^	Full Name
Administrator	
basic	basic user test
boadmin	
boadminbkup	
C00001076	Beth Jackson

Selected

▹ ▸ 1 of 1 ▹ ▸

Title	Full Name
No item to display	

5. That ID and Name will appear in the window below, highlight the **ID** and click on the **top arrow** button in the middle.

Available


Search title ▾ P12345678 🔍

1 of 1

Search result for: "P12345678" in "User List"

User List

Group List

Title	Full Name
 P12345678	Sys Admin Test ID

Selected

1 of 1

Title	Full Name
No item to display	

6. The ID will move to the 'Selected' box.

Available


Search title ▾ 12345678 🔍

1 of 1

Search result for: "12345678" in "User List"


User List

Group List

Title	Full Name
 P12345678	Sys Admin Test ID

Selected

1 of 1

Title	Full Name
 P12345678	Sys Admin Test ID

7. Click the 'Submit' button in the lower right corner. The report will be sent to that ID's BOXI Inbox.

Available


Search title ▾ 12345678 🔍

1 of 1

Search result for: "12345678" in "User List"


User List

Group List

Title	Full Name
 P12345678	Sys Admin Test ID

Selected

1 of 1

Title	Full Name
 P12345678	Sys Admin Test ID

Target Name:

☒ Use Automatically Generated Name

☐ Use Specific Name 

Add placeholder...

Send As:

☐ Shortcut

☒ Copy

Submit

Cancel